

How to Easiteach Menus



Note: RM Easiteach comes with the RM Easiteach toolbar and RM Easiteach Starter toolbar.

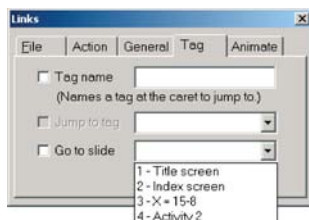
How to Lock things to the page

- Select an object and click . The object is now locked to the page.
- To temporarily access it, click .
- To make the object permanently unlocked, click again.

Locking items to pages helps preserve your teaching materials for future use and prevents pupils from accidentally moving the wrong objects when working on the whiteboard.

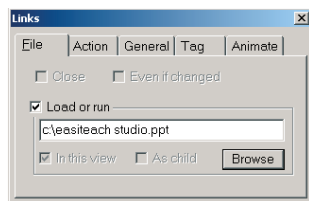
How to Hyperlink... ...to another page

- Select an object or text item.
- Select the page or slide to which you wish to hyperlink.



...to another file

- Select an object or text item.
- Browse to the file or application you wish to run.



You can also enter web addresses such as www.rmeducation.com to link to a web page. Use hyperlinks to create content pages with links to other files and documents.

How to Animate

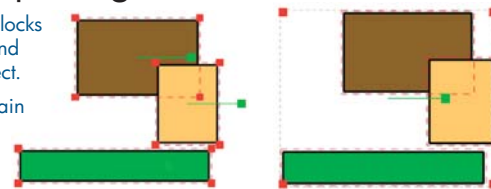
- Add an object to the page and a line around which it is to animate.
- Select the object first, and then the line or path.
- Check the **Follow over** box and set the time duration.

Use this to illustrate orbits or how to form letters. Click on the moving object to start/stop it.



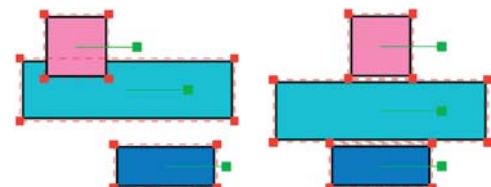
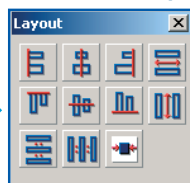
How to Group things

- Individual objects or text blocks can be multiple-selected and grouped into a single object.
- Click the **Group** button again to 'un-group' the objects.



How to Align things

- Multiple-selected objects can be aligned, centered or spaced evenly or made the same size with the **Layout** tool.



Utilities Toolbar



Create a scrolling **Text Frame**

Link Text Frames for flowed text

Set the **Speech** voice

Record a **Sound**

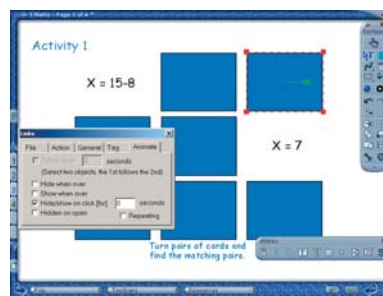
Set the default text **Style**

Make **Objects** copyable, hidden...

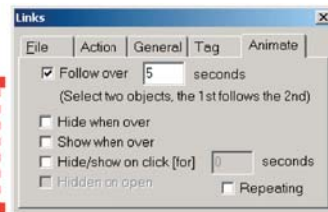
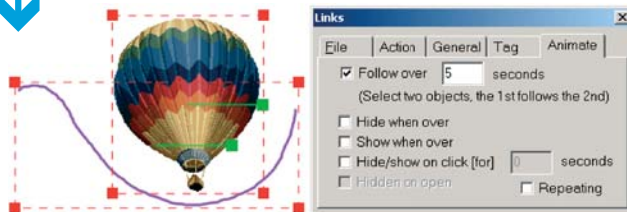
Set the **Background** color

How to make a simple Matching Pairs game

- Add pairs of graphics to the page by dragging them from the **Multimedia Bank** (could also be numbers or formulas).
- Draw rectangles over the pictures or text.
- Select each rectangle and in the **Animate** tab set it to **Hide/Show**.



You could place matching pictures, words and their translations, or formulas and their simplifications...



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